



PROCESS FOR NEIGHBORHOOD BLOCK PARTY REQUESTS

Ordinance Section 22-1(c) delegates approval of requests for neighborhood street block parties to the City Engineer. In general the block party will require a street closure with barricades provided by the City.

The requesting party must submit a written petition to the Engineering Department, 333 West Ellsworth Street, Midland, Michigan 48640 a minimum of three weeks prior to the event date. The petition must include:

- Location
- Date and time of event
- Addresses and signatures of residents participating and hence affected by the street closure
- Name and telephone number of petitioner
- Suggested address where street should be blocked and barricades should be dropped off

The Engineering Department will review the request and if appropriate will issue a traffic control order for the street closure. The approved traffic control order is sent to the petitioner and the Department of Public Services so that barricades will be reserved. Police and Fire Departments are also notified. Barricades are generally delivered the afternoon before the event or on Friday for a weekend event and picked up the first business day following the event.

Picnic tables may be requested, **when available**, on a first come, first serve basis **after the traffic control order is approved** by calling the Parks and Recreation Department at 837-6930.

Date Submitted: _____

Address(es) for Street Closure: _____ to _____

the purpose of a neighborhood block party.

SIGNATURE

[illegible]